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TO : Chief, Materials Division

DATE: 30 April 1956

FROM : Chief, St/PB

SUBJECT: Research Aid on "The Writing of Reports"

1. Submitted herewith is a photostatic copy of an RA proposed for issuance by St/PB. Note that the RA is not designed to be either a research manual or a complete style manual but rather a guide for the improvement of report writing.

2. St/PB will appreciate your criticism of the draft from the point of view of its usefulness to ERA analysts of ORR and your estimate of the number of copies of the finished RA that should be disseminated. Please make any suggestions and corrections. In addition to your comments, St/PB would like to have the criticism of [REDACTED]

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[REDACTED] and any other members of D/M whom you may wish to include.

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3. In order that we may publish the RA in May, it is imperative that we move with despatch. Please let me have D/M's comments not later than 4 May 1956.

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OCh/E-St/PB

[REDACTED] mab

30 April 1956

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